



POSITION DESCRIPTION

POSITION TITLE	Strategy, Planning and Projects Coordinator	
REPORTS TO	Executive Director	
MAIN PEOPLE INTERACTIONS	INTERNAL Executive Director Directors Manager, People and Culture Senior Managers	EXTERNAL Industry associations Independent Schools Australia Government and regulatory bodies Market research firms AISWA School Members Educational institutions
POSITION PURPOSE	<p>This key role supports the Executive Director's Office in executing organisational strategy, monitoring performance, developing plans, and assisting with project delivery. This position contributes to AISWA's long-term growth by providing data-driven insights, high level reporting, fostering cross-functional collaboration, and delivering executive support to the Executive Director and the AISWA Board.</p>	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none">• Integrity• Service• Equity• Stewardship <p>Integrity – We build trust through honesty and integrity As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p>Service – We actively listen, lead, and support our sector We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p>Equity – We celebrate choice and diversity We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p>Stewardship – We responsibly and ethically manage resources entrusted in our care We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none">• Actively support AISWA's purpose• Comply with AISWA's values, policies, procedures, and codes• Adhere to all health and safety laws and contribute to a safe and healthy workplace	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Strategic Planning	<ul style="list-style-type: none"> Conduct research and analysis on data, market, sector, and member trends to identify strategic opportunities and prepare reports. Collaborate across directorates to develop and implement strategies and plans that drive organisational growth, efficiency, and member value. Work with leadership teams to define short-term priorities and long-term strategic goals, including the development of key performance indicators. Establish systems and methods to monitor and evaluate progress against strategic objectives and outcomes. Analyse financial, operational, and performance data to assess the effectiveness of strategies and initiatives.
Project Work	<ul style="list-style-type: none"> Undertake the scoping of new projects identified by the AISWA Board or Executive Director. Assist in the planning, evaluation and design of projects, including strategic partnerships with other associations and institutions. Develop and oversee projects arising from the AISWA strategy. Prepare reports on project status and outcomes as requested by the Executive Director.
Governance and Executive Office Support	<ul style="list-style-type: none"> Provide support and guidance to the Executive Director and AISWA board on governance matters, including the preparation and review of key documents. Provide advice and recommendations to the executive team on potential strategic adjustments and implementation approaches. Prepare clear and insightful reports, briefings, and presentations for the Executive Director. Prepare and assist with reports, media statements, government correspondence, and member communications as required. Provide executive office support to the AISWA Board, including minute taking, diary management, and meeting coordination. Provide high level executive office support to the Executive Director and work with the Executive Assistant to manage priorities. Act as the liaison for all matters relating to Independent Schools Australia
Other	<ul style="list-style-type: none"> Perform other duties as assigned by the Executive Director
Position Selection Criteria	<ul style="list-style-type: none"> Demonstrated strong research and analytical skills, with the ability to interpret complex data and provide insights, reports and recommendations for evidence-based decision-making. High level communication skills including the ability to produce clear correspondence, reports, and presentations. Sound understanding of financial statements, business processes, and performance metrics. Demonstrated experience leading or supporting strategic planning, monitoring, and aligning teams toward shared goals. Demonstrated experience developing and maintaining effective relationships with key internal and external stakeholders. Excellent time and task management skills, with the ability to work under pressure and meet competing deadlines. Demonstrated experience working with and advising senior executives and boards.

Essential Qualifications and/or Experience	<ul style="list-style-type: none"> • Minimum of a Bachelor's degree in a relevant field, or significant experience in an Executive Officer role. • Certification or substantial in project management or strategic planning.
Preferable Qualifications and/or Experience	<ul style="list-style-type: none"> • Working knowledge or experience within the education sector. • Experience providing executive support to a Board.